

Message for Ellis, Cathy

From: Ellis, Cathy
Date: Tue, Jan 30, 1996 4:15 PM
Subject: RE: CCTL Meeting
To: pmartin@pm23

2057068704

Fine with me. Please make sure they are prepared.

From: pmartin@pm23 on Tue, Jan 30, 1996 1:30 PM
Subject: CCTL Meeting
To: Ellis, Cathy
Cc: altizer@m1_charles@mac58; campbell@m1_chris@mac58; grantham_pat@pm160;
heretick_dick@pm160; holland_tom@pm160; murray_tyrone@pm160; newman_ken@pm160;
spruill_janet@pm160; tafur_susan@pm160; yatfakis_george@pm160

Cathy,

I would propose that we start Monday's meeting with a quick review of the CT Core Processes, no more than 10 minutes each. Then it will be easier to see how the structures and people match the work requirements. The processes would be:

Cigarette Specs - George
Technology Acquisition - Peter
Crisis Response - Ken
Formal Request Response - Ty

Peter.

Note for Ellis, Cathy

From: Ellis, Cathy
Date: Mon, Jan 29, 1996 3:58 PM
Subject: RE: MTIP Training
To: Maierfeldt, Anne

2057068704B

I had my session this afternoon. It was very good. I'll call you to set up a time.

From: Maierfeldt, Anne on Mon, Jan 29, 1996 12:14 PM
Subject: RE: MTIP Training
To: Goode, Towanda
Cc: Ellis, Cathy; halle, jon I; Hopkins, Margaret

Towanda, I attended today's session since it was more suitable to my "revised" schedule. It was a good session. I encourage everyone involved in the program to attend. Thanks...Anne

From: Goode, Towanda on Mon, Jan 29, 1996 10:42 AM
Subject: MTIP Training
To: Birsinger, Cindy; Boyd, Mary; dickerson, tina; frye, bill w; Gioeli, Maureen; Hopkins, Margaret; Hunt, Lisa; jennaro, tita; jones, steven d; LaDuke, Doug; Maierfeldt, Anne; meyer, chuck;

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Miller, Barbara; Pankey, Eric; seay, marianne a; Simpson, Sonya; Smith, Trey; Spiers, Linda; Spinner, Lynn H.; Szarama, Helen; Wallmeyer, Mickey; Watson, Frank; Wolfrey, Reggie
Cc: Gore, Cassandra; Sarver, Cathy; Self, Cindy

This is to confirm that you are scheduled to attend MTIP Training on Wednesday, January 31, from 8:30 am until 12:30 pm in conference room A2W1. (Please note that the conference room has changed from A1W3 to A3W1.) Conference room A3W1 is located on the 3rd floor at the OC.

Note for Ellis, Cathy

From: Ellis, Cathy
Date: Mon, Jan 29, 1996 8:58 AM
Subject: PAS
To: Morris, Gloria
File(s): AdkinsDPMP95; CoxDPMP95; DwyerDPMP95; FergusonDPMP95; HempflingDPMP95; KinslerDPMP95; LewisDPMP95; LeydenDPMP95

Please format and put prof competencies in Prof pas

Message for Ellis, Cathy

From: Ellis, Cathy
Date: Sun, Jan 28, 1996 10:23 AM
Subject: RE: NY TRIP 1/30
To: Morris, Gloria

As you know - I will be driving my parents to Richmond - probably on Thursday - so I won't need transport back on Wednesday. Thanks

From: Morris, Gloria on Tue, Jan 2, 1996 4:01 PM
Subject: NY TRIP 1/30
To: Ellis, Cathy

Richmond - NY on the 30th - Corporate 7:00 AM - 7:55 AM in to Teterboro.

Room at Grand Hyatt

31st (corporate reservations had a note Houghton/Milby may need a plane to NY but none has been requisitioned yet)
Commercial out of LaGuardia 4:45 PM - 6:07 (US Air 440) or if you need the later flight that's 8:20 - 9:39 PM.

Gloria

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